

REFUGEE MENTAL HEALTH RFG
ADDENDUM #1
Minute for the Pre Proposal Conference
2/9/2004

Present:

Mollie Murphy Dale, Utah Health and Human Rights
Doug Mottonen, Valley Mental Health
Norman Nakamura, DWS
Gillian Johns-Young, DWS

The Refugee Mental Health RFG will open on February 24, 2004. The minutes from this meeting will appear as an addendum to the RFG.

DWS: Background – Norman Nakamura

The grant award is \$37,500 for a six-month period. The intent is that \$75,000 will be awarded for a full year based on available federal funding.

Scope of Work: This grant is meant to augment existing services so that appropriate services can be given to refugees. Direct services could be provided, but the money would not go as far. Refugees, as defined on page 8 of the RFG, are eligible for these services. It will be necessary to keep sufficient records to provide identification and necessary copies of documents to substantiate that the person is a refugee.

Long range planning for individuals is coordinated with any existing employment plans. Utah Refugee Employment Center and Refugee Resettlement Agencies could be involved. The same plan should be used whether DWS or another agency is doing the employment plan.

The grant proposal should address issues that will be covered for the programs and services you intend to provide.

Valley Mental Health – Question: Should the grant proposal detail services and how they will work?

DWS – Answer: In 1999, a proposal was rejected because it was a boilerplate and did not specifically outline what would be provided. Page 9 D gives the expectations. These are things we expect you to address and have a plan for.

UT. Health and Human Rights – Question: Are there ESL or educational components in the grant?

DWS – Answer: When providing mental health services we often run into problems because of cultural and language differences. Cultural differences must be integrated into

the treatment plan and treatment must be explained. It is not the intent of this program to provide ESL.

DWS – Question: If a client is getting assistance along with ESL could there be a domino effect?

DWS – Answer: The Refugee Program collaborates to avoid duplicating services. Being linked into the network and providers of other services is part of the coordination piece. Other agencies could refer customers to you for services, and you could refer clients to other agencies for services.

UT. Health and Human Rights -: Question: Is this grant the coordinating piece or is it supposed to coordinate with all other agencies?

DWS – Answer: The intent of this grant is to help your agency in overcoming cultural and linguistic barriers in mental health treatment. You may have to hire psychiatric techs or clinicians who speak the language and understand the culture or you may have to use services or contract with other agencies.

Valley Mental Health – Question: A cost evaluation will not be done because it is mandated by the State. The average cost per refugee should be detailed for the services they receive.

DWS – Answer: Give us an average cost for providing services to clients. If you have a psychiatric cost for 15 minute, it would be set by Medicaid rate. However, translations or interpreter services would be a cost that is an additional cost. Detail the Medicaid and the enhancement cost e.g. Translation, cultural, etc is the enhancement

UT. Health and Human Rights – Question: Is the focus on increasing self-sufficiency to be more employable?

DWS: Answer: The refugee program is to help refugees into self-sufficiency as soon as possible. Many refugees have had experiences that require mental health help. Helping them to be productive is key to the program. If they cannot maintain a level of mental health then we look at moving them to SSI. Whether or not they are able to maintain employment should be determined early on.

UT. Health and Human Rights – Question: Is the focus of the program mental health including long-term goals?

DWS – Answer: Yes, you should work with resettlement and other refugee programs that work on employment

Should a refugee get a job quickly and go away from assistance, then get laid off some may have to go back to nominal job because of lack of language skills. The intent is for them to get a better job and retain or improve their economic position by advancement and higher pay.

UT. Health and Human Rights – Question: Can the outcomes for program results be the number employed or percentage of retention?

DWS – Answer: A measurement for mental health would look at how many have come through the agencies and how many are successful in the labor market or were referred to SSI or other agencies for treatments. Your agency may not be able to serve the client and they may be served better by another agency. How will the refugee benefit by your services? How can we make their lives better so they can move toward self-sufficiency?

UT. Health and Human Rights – Question: The ideal situation is collaboration? Our organization contacting other organizations or is there a more formal process?

DWS – Answer: If agencies have customers in common, it is up to both agencies to have periodic contact. You will want to know what the other agency is doing. Your treatment plan should work with other agency plans for the refugee. A self-sufficiency plan may be to get them on SSI.

UT. Health and Human Rights – Question: Could this be handled with a phone call?

DWS – Answer: Yes, or face-to-face meetings to iron out problems that are more difficult.

Valley Mental Health – Question: We are trying not to accept getting on SSI as an end goal. We have a computer-training program for partial part-time work programs through Valley Services. In terms of employment it is a longer-range goal. Not an immediate goal. Is it ok to look at long range?

DWS – Answer: The Social Security Administration is looking in the direction of people on long-term disability getting back to some kind of work.

Valley Mental Health: – The biggest handicap is that people are trained that they lose benefits if they work too many hours.

DWS - In August 1996 some caveats were placed into law. Refugees are eligible for SSI for 7 years after their date of entry, unless they have 40 quarters of earnings or they become a citizen. This population needs to be moved toward citizenship of skills to support themselves when 7 years are up and they still need help. Some are disabled enough that they cannot pass citizenship or work 40 quarters. Congress will have to amend the law before it will change. We can only do our best to move them towards having their needs taken care of.

DWS - Email Gillian if you have questions and she will email back the answers. If pertinent to the bid she will do another amendment and the date could be pushed back. Be sure to look at page 5 of the RFG. Specific response format. Executive summary, detailed response, cost proposal (should be to one side), and technical response. Page 6,

review criteria, tells how proposals will be scored and reviewed by an evaluation committee.

Valley Mental Health – Question: What is a specific measurement?

DWS: Answer: An examples of measurements how many refugees many will be put into the workforce. An example of a target could be 86% will go into the workforce within 60 days. Page 10, first bullet, as you develop the project creates expectations and goals. Use measurable attainable goals to monitor progress toward meeting your goals. You tell us what you will provide and we will measure against it.

UT. Health and Human Rights – Question: Is the correct RFG form on the web site?

DWS – Answer: Yes, except the date has changed from February 17, 2004 to February 24, 2004 on the cover sheet. It is required that you submit a tabbed proposal. These minutes will be an amendment to the RFG.

UTAH DEPARTMENT OF WORKFORCE SERVICES

Addendum # 1

Refugee Resettlement Program

Request for Grant Proposals

English Language Training Services

LOCATION: 1385 South State Street, RM 157B

DATE: 2/2/04

Attendees:

Barbara Fish, ESL Center

Rozina Bahlibi, Utah Eritrea Connection

Nancy Larson, Granite Peaks (Granite School Dist.)

David Chavez, Salt Lake City School Dist. (Horizonte)

Shu Chung, Asian Association of Utah

Marilyn Nunez, Asian Association of Utah

Norman Nakamura, Department of Workforce Services

Gillian Johns-Young, Department of Workforce Services

The Announcement was made that Mental Health RFG for refugees will open on February 24th. The Pre Proposal Conference for this RFG will be held on February 9, 2004.

DWS:

Norman Nakamura gave the background.

For four and a half years we have operated individual grants for adult refugees. During the last two years we have received numerous comments regarding adult services and services for children. The schools have pressured us to serve the children entering the school system. Refugee children are not prepared to meet the demands of classroom activities when they are expected to perform at grade level. What can we do for the children in the K-12 population? Washington has decreased our funds for these types of programs. This is the first year that the budget has been impacted by low arrival numbers due to "9/11". The formula used to calculate budgets looks at a 3 to 5 year population. 2002 and 2003 had low arrival numbers. Arrival numbers have dropped to 1/3 of the usual arrival numbers, which impact our budget and will continue to impact it for the next 3 to 5 years. We are starting to see an increase in arrival numbers so far in 2004.

Asian Association

Question: Will the continuing larger numbers of people who have been here longer than 5 years effect the formula?

DWS

Answer: No they look at new arrivals to determine the budget.

We cannot support the contracts that were in place. We have had to downsize the programs over the last two years. This is a coordinated system to assist adults and children. It should be a family structure of services to serve the community better.

Due to the budget impact we are only looking at one grant award. We are not able to support multiple contracts.

Asian Association:

Question: Are the complaints coming from families who feel their children are not being served?

DWS:

Answer: The comments come from the education system, family members and caseworkers when children want to drop out of school because they do not understand the system. Parents do not understand the system either.

Utah Eritrea Connection:

Many children between the ages of 1 – 6 do not even know their colors because the parents are not educated. The children have not clue what to expect. Home visits to educate the family on what the children need to know would help.

Granite Peaks:

Question: Coordinating education with K-12 is understandable. Some of the wording that deals with case management and employment services is not understandable. (Pages 12-13)

How can we accept a service broker to develop an employment plan to help achieve long-term goals? We can talk with them and help, but I'm not sure how I would write a grant saying I would talk to case managers. It is overwhelming to even figure out whom we are partnering with.

DWS:

Answer: You would not be in charge of case management, but would coordinate with other agencies that will be providing case management. DWS provides case management for most of these refugees.

Granite Peaks:

Question: We would support the employment plan that has already been established?

DWS:

Answer: You would coordinate with the case management process and work with agencies in development of plans. You would help identify skill levels and education levels to move to the next step, work out reasonable long-term goals, and help define

levels for the plans. English classes and tutoring would help to support the plan. You would be helping to develop a road map for refugee to go from arrival to an occupation that becomes self-sufficient. The English language is important to get a better job and succeed in the United States.

Asian Association:

Question: We have been working with skill levels. Some people have gone into CNA programs. Sometimes cultures take a long time to integrate. Outcomes are really long term. We have to push to have continued follow through with resettlement so they will come back to school.

DWS:

Answer: Part of the issue is education of refugees and case managers. We are trying to layout employment goals and help them envision where they want to see themselves go.

Asian Association:

Question: What about match-grant people? They often leave school quickly. Those people have not really decided to stay in school.

DWS:

Answer: We recommend that the concept of a life long process and road map be applied to match grants as well. Building a career ladder is more important than getting the first job.

Utah Eritrea Connection:

Question: A plan to educate the family is great. When parents go to school and work the kids are neglected. Education starts at home. Kids do not have good daycare. Parents are uneducated so kids will be too.

DWS:

Answer: Are there after school or tutoring programs that can help the family? This will be a fundamental piece. Head start or even start programs may be able to assist kids before K-12.

ESL Center:

We have a program to train volunteers to teach English and volunteers with elementary and pre-school experience go to the home and work with whoever is there. This will benefit the whole family. The children can be pre-school. Some families are mothers only and some are both parents. Some kids are teenagers. Our aim is to help whomever is in the family. There is an advantage of helping mothers with small children so they are prepared for school. Some teenage refugees cannot read or write. Kids have fractions for homework when they cannot even add.

Asian Association:

Parents are not aware of the programs that are available

SLC School District:

Question: Funding has been reduced dramatically. This plan involves increasing the services that are needed. Something will have to give. We have not been giving poor services in the past. Coordination between districts is an issue. Is the intent more of a referral system to resources that are being funded from other areas?

DWS:

Answer: We will be shifting more to a clearinghouse setting. We will have to draw upon existing resources and try to get the family served in a manner that helps the family. It is not as much about direct services. We have to try to utilize resources to a better advantage for the families.

ESL Center:

We should not lose sight of having parents and children doing things together. The family unit is going to erode or break. We haven't addressed programs that will bring them together.

SLC School District:

Question: Money is not provided in this grant to provide services. It is a clearinghouse and referral service because money will not allow for direct services.

Asian Association:

Question: When will the parent find time to work with the kids? Once they have a job and school they will not have time.

ESL Center:

Start with the drastic cases that need intervention.

DWS:

Answer: Welfare reform and TANF reauthorization will increase participation requirements significantly. Proposed legislation will require that two parents families be treated the same as one-parent families. Utah now has two programs. Single parent up to 3 years assistance. Two-parent program is only a seven-month program. Two parents must be engaged 40 hours and one parent 20 hrs a week. Under reauthorization two parent families will be considered the same as single parent families. Reauthorization will require 32 hours a week with 8 hrs of job search.

Utah Eritrea Connection:

The children and parents do not have an education. Refugee children do not have parents who know how to read and they cannot help the children.

Once kids can read a little they become the boss of the parents. Kids give wrong information to their parents and the kids become a leader in the family. This conflict between parents and children results in drug problems, etc. It would help if someone could go to the homes to help once or twice a week. Kids do not have discipline in the family.

Asian Association:

I (Shu Cheng) have been working with refugees for 25 years and we need to coordinate services. Refugees have a visitor once a week and learning the language is a fantasy. Some refugees worked for years at jobs and when they are laid off they go back to the same type of job because they have not had a chance to improve language skills while working. Parents should go to the family program in the community schools to learn the language. Coordinating services is critical. Parents and the community should encourage families to look into all of the programs available.

Granite Peaks:

Family literacy has parenting classes in English and Spanish. The most effective parenting is done in their own language. The need to be able to access these programs. Even Start and Head Start have not reached outside of the Spanish language.

SL School District:

We should do some good with what money we have. Putting it into direct services may not be the best use of the money available.

DWS:

Refugees with Workforce Services are looking to DWS workers for providing basic skills and training. Use the resources that the refugee is linked to. ESL money falls under basic education.

Most organizations cannot absorb the extra work. The amount of money available can only pay for a person or agency to do referrals with minimal direct services and leveraging the resources of the ESL providers.

ESL is working into a long-range plan. Interface with coordination of ESL services.

Asian Association:

Question: We are already coordinating with other groups. With this amount of money the monthly reporting will be a problem. If we can report quarterly it will be easier for small organizations.

DWS:

Answer: If we make an amendment on reporting requirements we will have to send the changes out to everyone. We may amend in the monthly reporting category we will send it out as an amendment. It could be an attachment to the minutes as an addendum.

SL School District:

Question: Another agency can be the clearinghouse and use school district service?

DWS:

Answer: We cannot tell you how to bid this project. We have to follow the requirements of the RFG; it is up to the bidders. Should we have one proposal that will substantiate the requirements of the RFG that would be fine, and however we cannot tell you how to bid.

Asian Association:

Question: Reporting of kids test scores is a significant piece because we would have to get the scores from the school district. It would be difficult to obtain the scores.

Granite Peaks:

Question: A Statistical sample of refugee children could be used stating that this group increased test scores, rather than doing individual testing scores.

If children participate in a program they become under their umbrella. Since they were referred it would be the contractors responsibilities to track their progress.

DWS:

Answer: Part of the services is to pay the school district for statistical data.

Asian Association:

Question: School Districts are being careful about getting information from the schools on children's needs. Parents may still complain that children need more help. Some children have serious problems and other parents want their children helped too.

Will the Grant have priorities on who can be helped? It outlines who can be served?

DWS:

Answer: Use a priority system to decide who is in need of services. Individuals decide who gets the services. Determine where they can best be served.

ESL Center:

Question: Information sharing is important to coordinate assistance.

The contract is to serve the whole state. Is the intent that we work with all school districts?

DWS:

Answer: This is a statewide contract, however the majority of the population is located in the Wasatch Front. There are some families located in Logan and Provo, but they do not typically use our services. They usually find their own services in that area.

DWS:

We cannot tell you how to do the RFG. Norman may modify the monthly reporting requirements and an addendum will be sent out with the minutes. The addendum will be on the Web site and Gill will email. Jobs.utah.gov is the web site where it will be posted.

Change to the RFG:

Attachment I - Form QRTR 9/99, Quarterly Refugee Tracking Report

This form, part of the group of forms in Attachment I, will not be required in the administration of the grant.

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“Grantee will complete the following forms as required:

b. The Department’s Monthly Refugee Language Summary Report

This form will not be required in the administration of the grant.

However, the awarded grantee may be requested to provide ad hoc reports or other required reports to the Department’s State Refugee Coordinator providing monitor and evaluate the progress of the grant and the refugees it serves.

**Request for Grant
Department of Workforce Services**

Mail To:

Department of Workforce Services
140 E. 300 S.
PO Box 45249
Salt Lake City, UT 84145-0249

Due Date: February 17, 2004



Services to be granted: Refugees Resettlement Program for Refugee Mental Health Services for Refugees.

Please complete:

Company Name			Federal Tax ID #	
Location Address		City	State	Zip
Remittance Address		City	State	Zip
Type <input type="checkbox"/> Corporation <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Government <input type="checkbox"/> Non-profit		Company Contact Person		
Telephone Numbers		Fax Number		
Company's Internet Web Address		Email Address		
Respondent's Authorized Representative's Signature		Date		
Type or Print Name		Position or Title		
The following documents are included in this Request for Grant: Instructions, general provisions, terms and conditions, requirement of the grants and specifications. Please review all documents carefully before completing.				

UTAH DEPARTMENT OF WORKFORCE SERVICES

REFUGEE RESETTLEMENT PROGRAM

REQUEST FOR GRANT PROPOSALS

MENTAL HEALTH SERVICES

FOR

REFUGEES

January 13, 2004

Closing Date February 24, 2004

STATE OF UTAH
DEPARTMENT OF WORKFORCE SERVICES
REQUEST FOR GRANT PROPOSALS

Notice is given that the Department of Workforce Services, hereafter known as the Department, invites you to submit a grant application for the augmentation of existing mental health services to **refugees, as defined in the 45 CFR 400 and 401** for the service period March 15, 2004 through September 30, 2004. Applications must be **received** by February 24, 2004, 4:00 P.M. Applications received after that date will not be considered. Instructions for completing the application are described in the Request for Grant Proposals (RFG), available on request from Gillian Johns-Young, Department of Workforce Services, 140 East 300 South, Salt Lake City, Utah, 84111, (801) 526-9418 email gjohnsyoun@utah.gov or visiting our website, [jobs.utah.gov/what's new](http://jobs.utah.gov/what's%20new).

RFG TIMETABLE

Phase IA	Pre-proposal Conference Department of Workforce Services Administration South 1385 South State St., Salt Lake City, UT 84115	February 9, 2004, 2:30 p.m. MST
Phase IB	Applications due All applications must be received by:	February 24, 2004, 4:00 P.M. MST
Phase II	Application Review and Evaluation by community review panel and Department Program staff	February 25, 2004 – March 2, 2004
Phase III	DEPARTMENT OF WORKFORCE SERVICES Contracts Processing of approved Applications	March 5, 2004
Start of Grant Period		March 15, 2004
End of Grant Period		September 30, 2004
With two (2) one-year renewals options at the discretion of the Department.		

Authorization: This RFG is for the purchase of Regular Social Services as authorized by the ORR Refugee Resettlement Program.

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SECTION I

INTRODUCTIONS & GENERAL INFORMATION

A. Funding Source and Requirements:

The Administration for Children and Families (ACF), through the Refugee Act of 1980, makes available to the State, funds for the provision of refugee social services. The refugee social services program is funded 100% by the ACF, Office of Refugee Resettlement (ORR) and the Department allocates the funds.

The Department sees as part of its goal to assist in the resettlement of refugees and to provide social services (when needed) to enable refugees to achieve self-support and/or self-sufficiency. The emphasis on refugee social services shall be on preparing refugees and their families for employment as soon as possible. Applicants and grantees must conform to the requirements of Department as stated in the Request for Grant Proposals (RFG). The Department reserves the right to make multiple awards to this grant, to modify and/or to withdraw this RFG at any time.

The RFG is being used to allocate federal refugee grants for Regular Refugee Social Services. If the Department does not receive all of these federal grants or the awards are significantly different than projected, the Department reserves the right to revise the maximum amounts and to make other needed changes in the RFG.

Entities interested in a grant must respond to all requirements and conditions as contained in the RFG.

B. Availability of Funds:

The allocations indicate the maximum that can be recommended by Department. However, the actual amount may be changed based on the actual Federal allocations to the State. We reserve the right to: approve or deny proposals or portions of proposals based on their merit and potential benefit to the refugees in the community or State; and to withhold funds in the event that acceptable proposals do not account for all available funds.

1. A maximum of \$37,500 will be made available for the purchase of services to enhance mental health treatment programs to provide culturally and linguistically appropriate mental health services for newly arrived refugees for the period March 15, 2004 through September 30, 2004.
2. Length of Funding: The duration of the grant period shall terminate on September 30, 2004, unless the Department decides to renew for two (2) one-year. However, the length of funding is dependent on the availability of Federal Funds and may terminate prior to that date or extended at the discretion of Department.

C Submission of Proposals:

1. All proposals must be submitted for review to the Department of Workforce Services, 140 East 300 South, Salt Lake City, Utah, 84111. Proposals must be received no later than 4:00 p.m. on February 24, 2004. Late proposals will be returned to the respondent.
2. Grant Application kits may be obtained by contracting:
Gillian Johns-Young, Department of Workforce Services, 140 E. 300 S., Salt Lake City, UT 84111, phone 801-526-9418, email gjohnsyoun@utah.gov or accessing them through jobs.utah.gov/what's new

D. Proposal Response Format

All Proposals Must Be Organized and Tabbed With Labels For The Following Headings:

1. **RFG Form.** The state's request for proposal form completed and signed.
2. **Executive Summary.** The one or two page executive summary is to briefly describe the respondent's proposal. This summary should highlight the major features of the proposal. It must indicate any requirements that cannot be met by the respondent. The reader should be able to determine the essence of the proposal by reading the executive summary. Proprietary information requests should be identified in this section.
3. **Detailed Response.** This section should constitute the major portion of the proposal and must contain at least the following information:
 - a. A complete narrative of the respondent's assessment of the work to be performed, the respondent's ability and approach, and the resources necessary to fulfill the requirements, respondent must describe the communication and resource pathways they will employ to allow success for the Department's customers. This should demonstrate the respondent's understanding of the desired overall performance expectations and how they would anticipate these performance expectations to be measured and monitored.
 - b. A specific point-by-point response to each requirement in the RFG.
 - o Cost Proposal: Cost evaluation will not be done in this RFG because the costs are mandated by State and Federal policy. The cost proposal must detail the average cost per refugee.
 - o Technical Proposal: Must provide specific measurements that will detail how the respondent's program will provide services to the eligible refugees.
 - o Proposal Evaluation Criteria: A committee will evaluate proposals against the following weighted criteria. Each area of the evaluation criteria must be addressed in detail in proposal.

4. Review Criteria:

It is the applicant's responsibility to respond to all expectations. Failure to respond to all expectations may result in the rejection of the proposal, if significantly incomplete or in a low evaluation for that aspect(s) of the proposal. A evaluation review panel using the following criteria will review your application: *(Note: The points available in each category are the maximum available.)*

1. Describe the activities and services and the population to be served. (20 points)
2. Justify the program or services in terms of impact on the target population. (20 points)
3. Propose outcomes using the required elements and reasonableness in terms of funds requested, activities described, and caseload to be served. (20 points)
4. Budget and detail of the line-item budget narrative (20 points)
5. Describe the project's self-monitoring procedures. (20 points)

Phase I - Submission:

A signed original and five (5) copies of the grant request must be sent to the Department by February 17, 2004, 4:00 P.M. Mountain Daylight Time, as specified for the end of Phase I. Proposals received after that date will not be considered and will be returned to the applicant. Department staff shall record on each proposal, the date and time each proposal was received at the Department.

Phase II - Program Office Review:

All grant requests will be reviewed and evaluated by individuals selected by the Department during Phase II. Respondents may be called or requested to meet with the review team to clarify their proposal. The award of the grant, if any, will rely on the proposal response and the clarification information requested. The purpose of this process is to obtain clarification to the applicant's response to an expectation. The Department suggests all responses should be clear, to the point and simple.

SECTION II

STATEMENT OF WORK

A. Eligible Applicants

Public and private agencies, including for-profit, non-profit, and faith-based organizations that have the capacity for providing linguistically and culturally appropriate mental health services to refugees in Utah are eligible to receive grant funds under this announcement.

B. Scope of Work:

The provision of culturally and linguistically appropriate mental health services for refugees is to assist in the resettlement of refugees and to enable refugees to achieve self-support and/or self-sufficiency as soon as possible by aiding refugees in finding and retaining jobs, increasing refugee employability, enhancing refugee job market possibilities and reducing and/or removing the dependency on cash assistance. The applicant should propose a holistic approach to the assessment of needs of the total family, the provision of services that are consistent with the refugee program and provide assistance to the refugees in accessing other community resources. The focus should always be on empowering the refugee to develop those abilities that will enable them to meet their own needs. *Applicants need to respond in the format described in Section, B. Response Format.*

Detailed Responses must address the following aspects in their proposal:

1. **Respondent Agency:** Provide a general description and history of the agency. Provide information to demonstrate the capacity and ability of the agency to administer and deliver the proposed program. Provide an organizational chart showing project organization and its relationship to the applicant agency and Board of Directors, as applicable. Provide three (3) current letters of support from allied agencies, local, state, or federal grantors, which demonstrate the agency's satisfactory performance or potential for performance in a program such as that proposed.
2. **Problem:** Describe and document the specific problems and community needs, which the project is designed to address. Provide information on why existing community resources are not sufficient. Narrative information can include the number of refugees that have been in the United States under 36 months, projected new settlement, and secondary migration during the service period.
3. **Project Objectives and Performance Goals:** Describe the specific and immediate objectives of the planned activities of the project to address the problems and needs. Describe the desired benefits to the client and community in measurable

terms and performance goals. Objectives and goals should be linked to employment or self-sufficiency for the refugee family or individual.

4. **Project Activities:** Discuss the specific services you propose to provide. Please refer to 45 CFR 400 - Refugee Resettlement Program (Attachment R.) The applicant should include a paragraph for each service to be provided and include each of the following for each of the proposed services (be concise):
 - i. Specify all the services you propose to provide or purchase (sub-contract). How do the components interrelate?
 - ii. Describe the type of coordination required with other community agencies for each service component, as applicable.
 - iii. Describe the intake process and the criteria for admission, exclusion and termination of recipients from service components. Include the maximum length of time, if any, a refugee can receive each service.
5. **Program Results:** This section is vital to the application and potential receipt of funding. Describe precisely what the program is expected to achieve. The application must include monthly and total program projections of program results. Outcomes must be related to the objectives and goals previously identified in the application. If the program proposes to provide a specific service, it must state the service and include a projected numeric outcome. The outcomes shall be measurable and the method(s) for measurement shall be described. Estimate the cost per final outcome.
6. **Project Staff:** State whether work contemplated under this project is to execute by the applicants existing staff or additional staff. For each refugee funded position provides: position title; employee's name; brief job description and qualifications of staff (if already employed). Include in attachments the "Staff Detail Form" (Attachment G) with: total monthly and yearly salary; hours of work per week; percent of time and salary to be charged against refugee grant, and fringe benefits. Submit a job description for each position, which should include only those activities to be funded by the refugee grant and should include the percent of time for each major activity. When project director or key personnel are not identified in the application, the grantee shall agree to inform The Department in writing of such designations as they are made. Include plans for staff training as needed.

C. Eligibility Criteria for Services:

Eligibility for Refugee Social Services includes: (1) Refugees; (2) asylees; (3) Cuban and Haitian entrants; (4) certain Amerasians from Vietnam who are admitted to the U.S. as immigrants; certain Amerasians from Vietnam, including U.S. citizens, and (6) victims of a severe form of human trafficking. For convenience, the term "refugee" is used in this notice to encompass all such eligible persons. Additional information on persons

eligible for refugee social services may be found at <http://www.acf.dhhs.gov/programs/orr/geninfo/index.htm>.

D. Department Expectations:

Applicants must describe in the proposal plans to meet each of the following expectations:

1. Services

The grantee will provide culturally and linguistically appropriate mental health services which assists in the resettlement of newly arriving refugees and helping them reach their long-range employment/self-sufficiency goals. The grantee will provide case management support for the refugees to assure the refugee is progressing with their employment/ self-sufficiency plan and coordinate these services with the Department of Workforce Services and other agencies identified in the employment /self-sufficiency plan to enhance the refugees' efforts to gain and maintain self-sustaining employment and avoid service duplication.

Grant funds, to the best extent possible, should not be used to provide direct mental health services for refugees, supplanting the refugee's medical or health insurance, or State or Federal Medicaid benefits.

2. Long Range Employment/Self-Sufficiency Planning:

To avoid service duplication the applicant shall develop an individualized long term self-sufficiency plan for the refugee family and each employable adult, that is coordinated and used by the Department and other agencies sharing case management responsibilities and care of the refugee as they work towards achieving self-sufficiency. Employment plans will address issues identified in the assessment and include identifiable components that are Specific, Measurable, Attainable, Relevant, and Trackable.

3. Case Management Services:

The grantee will provide case management services using the comprehensive assessment information to develop an employment plan that includes intermediate steps and support services to achieve the refugees' identified long-term employment or self-sufficiency goal, which may include the attainment of Supplemental Security Income (SSI). The assessment, employment plan, and case management information will be shared with the Department of Workforce Services and designated agencies, to the extent possible under HIPPA, via a signed release of information form. Case management services will be coordinated with the Department and other agencies based on the needs of the refugees and funding requirements.

4. Eligibility Criteria for Services:

The applicant must describe in its proposal how it plans to develop, maintain and document the services provided to eligible refugees. Files shall include a copy of the I-94, I-151, or I-551 and record the minimum following information:

- Social Security Number
- Date of Entry, U.S.
- Date of Entry, Utah
- VOLAG
- Date of Birth
- Alien Registration Number
- Name of state of original resettlement (if secondary migration) Court order or Letter from Immigration Judge granting final order of asylum (for asylees)
- Certification letter from the Federal Office of Refugee Resettlement identifying the individual as a Victim of a Severe Form of Human Trafficking (for Victims of Trafficking)

5. Applicants must agree to comply with the limitations on eligibility for social services as follows:

- A service provider may not provide services, except for referral and interpretive services, to refugees who have been in the United States for more than 60 months (5-year anniversary of refugee arrival in the United States). Certain services may be provided to the 5-year plus population if specified and exempted by ORR in notices published in the Federal Register or issued by the Director of ORR.

6. Performance goals and outcomes

- The respondent agency will establish performance goals and expectations for the project period
- Additional reports on participants for the project period shall be provided in the same format at the ORR-6 quarterly report form Schedule C, page 2 (Attachment I.)
- The applicant's caseworkers / managers are responsible to assure that the refugee has a clear understanding of all elements and requirements of the employability or self-sufficiency plan.
- Service providers shall coordinate with the Department, local resettlement agencies (VOLAGS), and other services providers and assure unduplicated services to refugees and document coordination activities in monthly reports.
- The Department will be notified of those refugees that fail to: register; participate in their employability plan; and/or accept appropriate employment.

D. Monitoring and Evaluation:

1. The applicant must agree to maintain and provide information and data as requested by the State and/or Federal staff. State and/or Federal staff shall make on-site visits. The purpose of monitoring and evaluation is to accomplish the following:
 - i. Help the grantee to assess which aspects of the project are working and which may need modification;
 - ii. Assess the program's progress in meeting the program objectives;
 - iii. Provide the necessary documentation to assure that the services are provided only to eligible refugees;
 - iv. Provide all necessary information as requested to meet the State's reporting requirements;
 - v. Assure compliance with Federal and State regulations; and
 - vi. Measurement of achievement of proposed project service objectives.
2. The applicant will identify its internal monitoring and evaluation process to ensure only eligible refugees are being served by these funds and that program goals are being met.

SECTION III

REQUIREMENTS AND CONDITIONS FOR REFUGEE SOCIAL SERVICE GRANT APPLICANTS AND GRANTEES

A. Agreement with Federal and Utah Laws and Department Policies

All awards and agreements are subject to the laws of the United States, the State of Utah and policies of the Department of Workforce Services. Failure to comply with these requirements can result in a sanction; suspension of the grant; or termination of the grant. The applicant must state in their proposal that they read Section III of the RFG, that they understood all of it and are in agreement with it. In accepting a grant award, the applicant agrees to the following.

1. The applicant assures that grant funds awarded will be used in accordance with the requirements of 45 CFR Part 400, Refugee Resettlement Program.
2. Prepare and submit to Department the following reports:
 - a. Refugee Assistance Reimbursement Request RARR (see Attachment O)
 - b. Monthly Program Report must be provided with an appropriate form for reporting project objectives and goals, including a completed narrative section
 - c. Quarterly Reports ORR-6 & QRTR (see Attachment I)
 - d. Any further monitoring or evaluation reports which the grantee or a subcontracted evaluator has prepared which the Department requested for the evaluation of a particular project.

Note: Monthly and quarterly performance reports are to be post-marked **no later than twenty (20) calendar days after the end of each reporting period** and must be submitted with the applicable monthly financial report. Reports that are incomplete or incorrect may be returned to the grantee for completion or correction. In the event of an emergency, a request for an extension may be made, but the Department within the ten days must receive the request. Submission of timely reports is extremely important, so failure to comply may result in a sanction.

3. The grantee will receive three (3) bids for purchase of all major equipment (\$500 or more; authorized under this grant. The title and ownership of all major equipment (\$200 or more in value) purchased by the grantee with monies advanced by the Department of Workforce Services shall be taken in the name of the Department. Maintain and submit, as requested, an inventory of refugee equipment. Equipment that does not contain a serial number should be labeled to identify it as refugee-purchased equipment and related grant, e.g. RRP-9907001.
1. Obtain prior written approval from the Department for major project changes. These include changes of substance in project activities, designs, and changes in the approved budget as indicated on the grant award. The Department should be

contacted as soon as possible of emergencies and unanticipated changes in which prior approval may not have been possible.

2. Appeal Procedures: The applicants must have an appeal process or grievance procedure for refugees. If there is an impasse between the refugee and the service provider agency, the refugee may continue an appeal or grievance beyond the agency's procedure by requesting a hearing from the Department.
3. Comply with the requirements of the Disclosure of Information (Attachment B) and Code of Conduct (Attachment C).
4. The final financial report of the grant period must be completed and submitted within the same timeframe as other monthly reports i.e., "no later than (20) calendar days" of the report period. If the grantee has some outstanding bills they may submit a written request for an extension (maximum of 30 calendar days). The Department must receive the request within the initial 20-day period. Any cash on hand must be returned with the final financial report.
5. Employment and Placement Service projects must include Employability plan, job orientation, job development, job placement, follow-up and English as a Second Language. Applicants should refer to the allowable services for a complete listing of employability and social self-sufficiency services. Applicants must assure that the funds used for ESL, VESL, and other self-sufficiency services which are not related to employment are not expended on services already provided by the Department or other ORR funding.
6. Refugees will not be charged for services provided under this grant.
7. It is the grantee's responsibility to monitor and report on the activities of their sub-grantees/contractors and to assure the sub-grantee complies with the applicable requirements in the RFG. The requirements as stated in the RFG take precedent over agreements between the grantee and sub-grantee.
8. The Department will complete desk review of monthly and quarterly reports. Grantees may be requested to provide additional information, correct a financial report, or clarify an issue. A required date of return will be included and timeliness will be monitored. Failure to respond or respond timely may result in a sanction similar to failure to submit a required report.
9. The Department will provide on-site monitoring and reporting on activities of the grantees for compliance to the terms of the RFG and grant, Department policies, and State and Federal regulations. Monitoring may include, but not limited to, program activities and financial records. On-site monitoring may be scheduled or unannounced.

10. Federal and/or State dollars fund this program administered by the Utah Department of Workforce Services. Rules and regulations governing the programs are subject to change. From time to time, it will be necessary for the Executive Director of the Department, or designee, to revise rules and regulations and eligibility requirements in accordance with statutory provisions when such changes are necessitated by money limitations or other circumstances. This means that eligibility for participation in a program and the continuation of programs is subject to program and money changes. Participation by the Department in a service is subject to change after notice.

ATTACHMENT A
GRANT STANDARD TERMS AND CONDITIONS

1. **GRANT JURISDICTION:** the laws of the State of Utah shall govern the provisions of this Grant.
2. **RECORDS ADMINISTRATION:** The Grantee shall maintain, or supervise the maintenance of all records necessary to properly account for the payments made to the Grantee for costs authorized by this Grant. These records shall be retained by the Grantee for at least four years after the Grant terminates, or until all audits initiated within the four years, have been completed, whichever is later. The Grantee shall maintain books, records, documents and other evidence.
3. **AUDIT OF RECORDS:** The Grantee agrees to allow State and Federal auditors, and DEPARTMENT Staff, access to all the records to this Grant, for audit and inspection, and monitoring of services. Such access will be during normal business hours, or by appointment.
4. **INDEMNITY CLAUSE:** Both parties to this Grant are governmental entities as defined by the “Utah Governmental Immunity Act”, Title 63, Chapter 30 Utah Code Annotated, 1953, as amended. Consistent with the terms of this Act, it is mutually agreed that each party is responsible and liable for its own wrongful or negligent acts, which it commits or which are committed, by its agents, officials, or employees. Neither party waives any defenses otherwise available under the Governmental Immunity Act.
5. **TERMINATION:** Unless otherwise stated, this Grant may be terminated, with or without cause, in advance of the specified expiration date, by either party, upon thirty (30) days prior written notice being given the other party. On termination of this Grant, all accounts and payments will be processed according to the financial arrangements set forth herein for approved services rendered to date of termination. Should the termination option be used in this grant the grantee will make an accounting of this expenditures within the thirty (30) days notice and returned all unexpended money to the DEPARTMENT.
6. **CITING DEPARTMENT IN ADVERTISING:** The Grantee agrees to give credit to the DEPARTMENT OF WORKFORCE SERVICES for funding in all written and verbal advertising or discussion of this program such as brochures, flyers, informational materials, talk shows, etc. All formal advertising or public information programs will be coordinated with, Public Information Officer for the DEPARTMENT.
7. **DRUG-FREE WORKPLACE:** The Grantee understands that the DEPARTMENT provides a drug-free workplace in accordance with all federal and state laws and regulations. The Grantee agrees to abide by the Department’s drug-free workplace policies while on DEPARTMENT premises.
8. **TERMINATION (FUND-OUT):** The Grantee acknowledges that DEPARTMENT cannot Grant for the payment of funds not yet provided by the Federal Government or appropriated by the Utah State Legislature and the DEPARTMENT cannot guarantee

funding under this Grant since it may be altered by an act of the Federal Government or the Utah State Legislature occurring before the expiration of this Grant. Therefore, in the event that the DEPARTMENT fails to receive appropriations then the DEPARTMENT may, by giving at least 60 days advance written notice, terminate this Grant. DEPARTMENT will reimburse Grantee for services performed up through the date of cancellation. Should the termination option be used in this grant the grantee will make an accounting of this expenditures within the sixty (60) days notice and returned all unexpended money to the DEPARTMENT.

9. **LICENSING AND STANDARD COMPLIANCE:** The Grantee currently meets all applicable licensing or other standards required by Federal and State laws or regulations and ordinances of the City/County in which services and/or care is provided and will continue to comply with such licensing or other applicable standards and ordinances for duration of this Grant period. Failure to secure or maintain a license shall support a basis for cancellation of this Grant.
10. **PROTECTION AND USE OF CLIENT RECORDS:** The use or disclosure by any party of any information concerning a client for any purpose not directly connected with the administration of the DEPARTMENT's or the Grantee's responsibilities with respect to services purchased under this agreement is prohibited except upon written consent of the client, his attorney, or his responsible parent or guardian.
11. **CODE OF CONDUCT:** The Grantee agrees to follow and enforce the DEPARTMENT's Code of Conduct, Utah Administrative Code, R982-601-101 et seq. The Grantee assures that each employee or volunteer receives a copy of Code of Conduct. A signed statement to this effect must be in employee's/volunteer's file subject to inspection and review by Department monitors.
12. **ADMINISTRATIVE EXPENDITURES:** Total administrative expenditures may not exceed program limits established by State or Federal Regulations without prior written approval from DEPARTMENT's Executive Director.
13. **SEPARABILITY CLAUSE:**A declaration by any court, or other binding legal source, that any provision of this agreement is illegal and void shall not affect the legality and enforceability of any other provisions of this agreement, unless said provisions are mutually dependent.
1. **EQUAL OPPORTUNITY CLAUSE:** Section 188 of the Workforce Investment Act of 1998 (WIA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I-financially assisted program or activity;
Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color, and national origin;

Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;

The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and

Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in education programs.

[Rev 3/03]

DEPARTMENT OF WORKFORCE SERVICES
DISCLOSURE OF INFORMATION
ATTACHMENT C

The CONTRACTOR/GRANTEE will comply with the following measures to protect the privacy of the information released under this agreement against unauthorized access or disclosure:

1. The information shall be used only to the extent necessary to assist in the purposes identified within this contract and shall not be re-disclosed for any purpose not specifically authorized in this contract.
2. The information shall be stored in a place physically secure from access by unauthorized persons.
3. Information in electronic format, such as magnetic tapes or discs shall be stored and processed in such a way that unauthorized persons cannot retrieve the information by computer, remote terminal or any other means.
4. Precautions shall be taken to ensure that only authorized personnel are given access to on-line files.
5. The CONTRACTOR/GRANTEE shall instruct all authorized personnel regarding the private nature of the information and that State and Federal law provides sanctions for the unauthorized disclosure.
6. The CONTRACTOR/GRANTEE shall permit the Utah DWS, the United States Department of Labor, Department of Health and Human Service (and other authorized federal officials) to make on-site inspections to insure that the requirements of this contract, State laws, and federal statutes and regulations are being met.

Grantee

Date

ATTACHMENT C

CODE OF CONDUCT

The Contractor/Grantee agrees that it shall adhere to the following Code of Conduct when providing services and shall require all others authorized through or engaged by the Contractor/Grantee to perform services to follow the same Code of Conduct. The Provider Code of Conduct is in addition to all other contract requirements, policies, rules and regulations governing delivery of services to clients. The purpose of the code is to protect vulnerable clients from abuse, neglect, maltreatment and exploitation. The Code of Conduct clarifies the expectation of conduct for providers of contracted, licensed and certified programs and their employees, which includes administrative staff, non direct care staff, direct care staff, support services staff and any others when interacting with clients. Nothing in this Code shall be interpreted to mean that clients should not be held accountable for misbehavior or inappropriate behavior on their part, or that providers are restricted from instituting suitable consequences for such behavior. As used in this clause "Contractor/Grantee" shall include, the Contractor/Grantee, its employees, officers, agents, representative or those contracted through the Contractor/Grantee to perform services authorized by the contract.

Contractor/Grantee, its agents or representatives authorized through it shall not abuse, sexually abuse or sexually exploit, neglect, exploit or maltreat; any client. Furthermore, no person shall cause physical injury to any client. All injury to clients (explained or unexplained) shall be documented in writing and immediately reported to supervisory personnel.

The Contractor/Grantee shall not by acting, failing to act, encouragement to engage in, or failure to deter from will cause any client to be subject to abuse, sexual abuse or sexual exploitation, neglect, exploitation, or maltreatment. The Contractor/Grantee shall not engage any client as an observer or participant in sexual acts. The Contractor/Grantee shall not make clearly improper use of a client or their resources for profit or advantage.

Contractor/Grantee understands and acknowledges that failure to comply with this Code of Conduct may result in corrective action, probation, suspension, and/or termination of contract, license or certification.

Clients protected by this clause shall include any person under the age of 18 years; and any person 18 years of age or older who is impaired because of mental illness, mental deficiency, physical illness or disability, use of drugs, intoxication, or other cause, to the extent that he is unable to care for his own personal safety, health or medical care; and is a participant in, or a recipient of a program or service contracted with, or licensed or certified by the Department of Workforce Services.

Abuse shall include the following, but is not limited to:

1. Harm or threatened harm, meaning damage or threatened damage to the physical or emotional health and welfare of a client.
2. Unlawful confinement.

3. Deprivation of life-sustaining treatment.
4. Physical injury including, but not limited to, any contusion of the skin, laceration, malnutrition, burn, fracture of any bone, subdural hematoma, injury to any internal organ, any injury causing bleeding, or any physical condition which imperils a client's health or welfare.
5. Any type of physical hitting or corporal punishment inflicted in any manner upon the body.

Sexual abuse and sexual exploitation will include, but not be limited to:

1. Engaging in sexual intercourse with any client.
2. Touching the anus or any part of the genitals or otherwise taking indecent liberties with a client, or causing an individual to take indecent liberties with a client, with the intent to arouse or gratify the sexual desire of any person.
3. Employing, using, persuading, inducing, enticing, or coercing a client to pose in the nude.
4. Employing, using, persuading, inducing, enticing or coercing a client to engage in any sexual or simulated sexual conduct for the purpose of photographing, filming, recording, or displaying in any way the sexual or simulated sexual conduct. This includes displaying, distributing, possessing for the purpose of distribution, or selling material depicting nudity, or engaging in sexual or simulated sexual conduct with a client.
5. Committing or attempting to commit acts of sodomy or molestation with a client.
6. This definition is not to include therapeutic processes used in the treatment of sexual deviancy or dysfunction which have been outlined in the clients treatment plan and is in accordance with written agency policy.

Neglect may include but is not limited to:

1. Denial of sufficient nutrition.
2. Denial of sufficient sleep.
3. Denial of sufficient clothing, or bedding.
4. Failure to provide adequate supervision; including impairment of employee resulting in inadequate supervision. Impairment of an employee may include but is not limited to use of alcohol and drugs, illness, sleeping.
5. Failure to arrange for medical care and/or medical treatment as prescribed or instructed by a physician when not contraindicated by agency after consultation with agency physician.
6. Denial of sufficient shelter, except in accordance with the written agency policy.

Exploitation will include, but is not limited to:

1. Utilizing the labor of a client without giving just or equivalent return except as part of a written agency policy which is in accordance with reasonable therapeutic interventions and goals.
2. Using property belonging to clients.
3. Acceptance of gifts as a condition of receipt of program services.

Maltreatment will include, but is not limited to:

1. Physical exercises, such as running laps or performing pushups, except in accordance with an individual's service plan and written agency policy.
2. Chemical, mechanical or physical restraints except when authorized by individual's service plan and administered by appropriate personnel or when threat of injury to the client or other person exists.
3. Assignment of unduly physically strenuous or harsh work.
4. Requiring or forcing the individual to take an uncomfortable position, such as squatting or bending, or requiring or forcing the individual to repeat physical movements when used solely as a means of punishment.
6. Group punishments for misbehavior of individuals except in accordance with the written agency policy.
7. 6. Verbal abuse by agency personnel: engaging in language whose intent or result is demeaning to the client except in accordance with written agency policy which is in accordance with reasonable therapeutic interventions and goals.
7. Denial of any essential program service solely for disciplinary purposes except in accordance with written agency policy.
8. Denial of visiting or communication privileges with family or significant others solely or disciplinary purposes except in accordance with written agency policy.
9. Requiring the individual to remain silent for long periods of time solely for the purpose of punishment.
10. Extensive withholding of emotional response or stimulation.
11. Exclusion of a client from entry to the residence except in accordance with the written agency policy.

Contractor/Grantee agrees to document and report abuse, sexual abuse and sexual exploitation, neglect, maltreatment and exploitation as outlined in this Code and cooperate fully in any resulting investigation. Contacting/granting the local Regional Office within 24 hours on the first available workday may make reports. All injury to clients (explained or unexplained) shall be documented in writing and immediately reported to the Department of Workforce Services. Contractor/Grantee shall prominently display a poster, provided by the Department, notifying Contractor/Grantee employees of their responsibilities to report violations and giving appropriate phone numbers.

[Rev.3/99]

Grantee

Date

ATTACHMENT G

STAFF DETAIL FORM

Name:

Position:

Total Monthly Salary: _____ Total Yearly Salary:

Fringe Benefits: _____ Hours of Work per Week:

Percent of time and salary to be charged against refugee grant.

Qualifications (if employed):

Name:

Position:

Total Monthly Salary: _____ Total Yearly Salary:

Fringe Benefits: _____ Hours of Work per Week:

Percent of time and salary to be charged against refugee grant.

Qualifications (if employed):

Name:

Position:

Total Monthly Salary: _____ Total Yearly Salary:

Fringe Benefits: _____ Hours of Work per Week:

Percent of time and salary to be charged against refugee grant.

Qualifications (if employed):

Name:

Position:

Total Monthly Salary: _____ Total Yearly Salary:

Fringe Benefits: _____ Hours of Work per Week:

Percent of time and salary to be charged against refugee grant.

Qualifications (if employed):

JOB DESCRIPTION
(or similar format)

Position Title:

Job Description:

Major Activities Activities funded by the refugee grant	Percent of time for each Major Activity
Major Activities Activities NOT funded by the refugee grant	
Total Percent of time	100 %

ATTACHMENT I

OMB No., 0970-0038
Form Approved

Schedule B: Cash and Medical Assistance

State: UTAH Quarter: 1 2 3 4 FY:

Date:

I. Refugee Cash Assistance A. Recipients at end of previous quarter B. Recipients at end of this quarter C. New RCA enrollees during this quarter	<p align="center">Number of</p> <table border="0"> <tr> <td align="center"><u>Persons</u></td> <td align="center"><u>Cases</u></td> </tr> <tr> <td>1. _____</td> <td>2. _____</td> </tr> <tr> <td>1. _____</td> <td>2. _____</td> </tr> <tr> <td>1. _____</td> <td>2. _____</td> </tr> </table>	<u>Persons</u>	<u>Cases</u>	1. _____	2. _____	1. _____	2. _____	1. _____	2. _____
<u>Persons</u>	<u>Cases</u>								
1. _____	2. _____								
1. _____	2. _____								
1. _____	2. _____								
II. Refugee Medical Assistance A. RMA enrollees (persons)	1. _____								
III. Preventive Health Screenings A. Recipients of domestic health screenings	<table border="0"> <tr> <td align="center">Persons Screened</td> <td align="center">RMA Cost</td> </tr> <tr> <td>1. _____</td> <td>2. \$ _____</td> </tr> </table>	Persons Screened	RMA Cost	1. _____	2. \$ _____				
Persons Screened	RMA Cost								
1. _____	2. \$ _____								
IV. Unaccompanied Minors Program A. Minors in care at end of previous quarter B. Entered care C. Left Care D. Minors in care at end of this quarter									

Schedule C: Services Report
Page 1: Employment Services

OMB No. 0970-0038

Form Approved

State/Grantee: UTAH Quarter: 1 2 3 4 FY

Grant # and Name: _____ Date

		M	F				
A. Total Caseload for Services							
B. Active Participants this Quarter							
C. Entered Employment		1. Full Time		2. Part Time		3. Grant	4. Grant
Time in U.S.		M	F	M	F	Termination	Reduction
a. RCA	1. 0 - 4 mos						
	2. 5 - 8 mos						
b. TANF	1. 0 - 12 mos						
	2. > - 12 mos						
c. Other CA	1. 0 - 12 mos						
	2. > - 12 mos						
d. No CA	1. 0 - 12 mos						
	2. > - 12 mos						
Total							
D. Avg Hourly Wage Employment Entry							
E. Health Benefits Available							
F. Employed 90 days later							
a) RCA at entered employment							
b) AFDC at entered employment							
c) Other CA at entered employment							
d) No CA at entered employment							
Total a, b, c, d							
G. Program Expenditures this Quarter		\$					

Schedule C: Services Report

Page 2: Other Services

State/Grantee: UTAH Quarter: 1 2 3 4 FY

Grant # and Name: _____ Date: _____

	M	F
1. ELT		
A. Total active participants this quarter		
0 - 12 mos in U.S.		
> 12 mos in U.S.		
B. Completions (unduplicated)		
C. Program expenditures this quarter	\$	
2. OJT, Skills Training (circle service)		
A. Total active participants this quarter		
0 - 12 mos in U.S.		
> 12 mos in U.S.		
B. Completions (unduplicated)		
C. Program expenditures this quarter	\$	
3. Case Management		
A. Total active participants this quarter		
0 - 12 mos in U.S.		
> 12 mos in U.S.		
B. Incidences		
C. Program expenditures this quarter	\$	
4. Other Services ()		
A. Total active participants this quarter		
0 - 12 mos in U.S.		
> 12 mos in U.S.		
B. Incidences		
C. Program expenditures this quarter	\$	

Return To: NORMAN NAKAMURA
STATE REFUGEE PROGRAM SPECIALIST
DEPARTMENT OF WORKFORCE SERVICES
140 E. 300 S., 5th FLOOR
SALT LAKE CITY, UT 84111

Form QRTR 9/99

Agency:

Report Period:

QUARTERLY REFUGEE TRACKING REPORT

[illegible]

ATTACHMENT L

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION - LOWER TIER COVERED TRANSACTIONS

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549: 45 CFR Part 76. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations or the definitions.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion- Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non- procurement List (of excluded parties).
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension Ineligibility and Voluntary, Exclusion - Lower Tier Covered Transactions

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in its transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Grant No. _____

Signature _____ Date _____

DEFINITIONS

(From 45 CFR Part 76, Governmentwide
Debarment and Suspension (Nonprocurement))

Covered transaction. For purposes of these regulation, a covered transaction is a primary covered transaction or a lower tier covered transaction. Covered transactions at any tier need not involve the transfer of Federal funds.

- (1) Primary covered transaction. Except as noted in paragraph (a) (2) of this section, a primary covered transaction is any nonprocurement transaction between an agency and a person, regardless of type, including: grants, cooperative agreements, scholarships, fellowships, contracts of assistance, loans, loan guarantees, subsidies, insurance payments for specified use, donation agreements and any other nonprocurement transactions between a Federal agency and a person. Primary covered transactions also include those transactions specially designated by the U.S. Department of Housing and Urban Development in such agency's regulations governing debarment and suspension.
- (2) Lower tier covered transaction. A lower tier covered transaction is:
 - (1) Any transaction between a participant and a person other than a procurement contract for goods or services, regardless of type, under primary covered transaction.
 - (2) Any procurement contract for goods or services between a participant and a person, regardless of type, expected to equal or exceed the Federal procurement small purchase threshold fixed at 10 U.S.C. Section 2304(g) and 41 U.S.C. Section 253 (g) (currently \$25,000) under a primary covered transaction.
 - (3) Any procurement contract for goods or services between a participant and a person under a covered transaction, regardless of amount, under which that person will have a critical influence on a substantive control over that covered transaction. Such persons are:
 - (1) Principal investigators.
 - (2) Providers of federally-required audit services.
 - (3) Researchers.

Debarment. An action taken by a debarring official in accordance with these regulations to exclude a person from in covered transactions. A person so excluded is "debarred."

Ineligible. Excluded from participation in Federal nonprocurement programs pursuant to a determination of ineligibility under statutory, executive order, or regulatory authority, other than

Executive Order 12549 and its agency implementing regulations; for example, excluded pursuant to the Davis-Bacon Act and its implementing regulations, the equal employment opportunity acts and executive orders, or the environmental protection acts and executive orders. A person is ineligible where the determination of ineligibility affects such person's eligibility to participate in more than one covered transaction.

Participant. Any person who submits a proposal for, enters into, or reasonably may be expected to enter into a covered transaction. This term also includes any person who acts on behalf of or is authorized to commit a participant in a covered transaction as an agent or representative of another participant.

Person. Any individual, corporation, partnership, association, unit of government or legal entity, however organized, except: foreign governments of foreign governmental entities, public international organizations, foreign government owned (in whole or in part) or controlled entities, and entities consisting wholly or partially of foreign governments or foreign governmental entities.

Principal. Officer, director, owner, partner, key employee, or other person within a participant with primary management or supervisory responsibilities; or a person who has a critical influence on or substantive control over a covered transaction, whether or not employed by the participant. Persons who have a critical influence on or substantive control over a covered transaction are:

- (4) Principal investigators.
- (5) Researchers.

Proposal. A solicited or unsolicited bid, application, request, invitation to consider or similar communications by or on behalf of a person seeking to participate or to receive a benefit, directly or indirectly, in or under a covered transaction.

Suspension. An action taken by a suspending official in accordance with these regulations that immediately excludes a person from participating in covered transactions for a temporary period, pending completion of an investigation and such legal, debarment, or Program Fraud Civil Remedies Act proceedings as may ensue. A person so excluded is "suspended".

Voluntary exclusion or voluntarily excluded. A status of nonparticipation or limited participation in covered transaction assumed by a person pursuant to the terms of a settlement.

ATTACHMENT R
45 CFR 400